

**Horticulture Market Development Cost-Share Program
2006 Application**



Kentucky Department of Agriculture
100 Fair Oaks Lane, 5th Floor • Frankfort, KY 40601
(502) 564-4983

Applicant Name _____
Contact Person _____
Address _____
City _____ State _____ Zip _____
Phone number () - _____ Alt Phone Number () - _____
Email _____

Educational opportunity you are applying to attend:

Dates: _____

Registration Fee \$: _____

I have read the guidelines for this program and understand that I must receive approval before expending any funds for this project.

☒ _____
Signature

Date

Horticulture Market Development Cost-Share Program 2006 Guidelines



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NEW THIS YEAR

- **Funding for registration fees**
- **Incomplete applications will be returned.**
- **Application**

Purpose of the Program

The Horticulture Market Development Cost Share Program is intended to assist producers of horticulture products to learn to better market and promote their products through education. Funding for this program is provided by grant funds to the Kentucky Horticulture Council through the Agricultural Development Board. The Kentucky Department of Agriculture administers this grant program on their behalf.

The program provides reimbursement for registration fees of educational opportunities through a dollar for dollar cash match in grant funds per applicant.

Application

To take part in this program you must get your plan **pre-approved** to ensure that we will be able to help you with the expenses. This means you have to complete an application and attach all required documents and send it to us **before** you do the travel. Incomplete applications will be returned to you.

With a pre-approved application you will be eligible to receive 100% of your registration fee for any appropriate conference or other educational opportunity. (Sorry, no for-credit college courses.) You **must match** the amount of the registration fee with your other expenses for attending the conference. These expenses will include travel, meals, hotel, etc. To avoid confusion, travel by car and meals will be figured based on state rates. Distance for car travel will be figured based on published site-to-site distances (Mapquest). Other expenses will require a receipt. No purchases at the conference will count toward your match.

If two of you travel together you may split the travel match. Also if you share any other expenses such as a room, you may split that as well. Just be very clear in your reimbursement request.

For example, to receive reimbursement for a \$400 registration you would have to tell us how you traveled. If by car, you will need to provide us with the start and ending address to calculate the distance. We would add to that amount the state food per diem. (See below.) Then you send us receipts for your room or other expenses. If that adds up to \$400 or more you will receive a \$400 reimbursement. If your expenses do not add up to that much - \$325 say – we will authorize you for a \$325 reimbursement.

Reimbursement Rates

Travel reimbursement rates are the same as provided in State Travel Regulations (<http://finance.ky.gov/NR/rdonlyres/D07DE127-5FFE-4F80-9FE4-FE4775AE737B/0/TravelRegsNov2004.doc>).

For meals, maximum match allowed:

Meal	Meal-time Hours	Allowed Amounts
Breakfast	6:30am - 9:00am	\$8.00
Lunch	11:00am - 2:00pm	\$9.00
Dinner	5:00pm - 9:00pm	\$19.00

For Transportation Expenses:

Mileage for car travel will be matched at the current rate allowed in state government (currently \$0.40 per mile) and does not exceed the cost of commercial coach round trip airfare. Mileage for in-state travel shall be based on the “Kentucky Official Highway Map”, mileage software or MapQuest website. Out-of-state mileage shall be based on the most recent edition of the “Rand McNally Road Atlas”, mileage software or MapQuest website.

What’s Not Eligible?

With limited funds we have determined that some items do not fit under the program purpose. The following is a list of things **not reimbursable or allowed as match** under the program. This is not an all-inclusive list but should serve as a guide:

- Membership dues
- Tradeshow costs

Reimbursement

To receive your reimbursement you must submit

- A copy of the receipt for registration fees plus any travel expenses part of your match showing both your cash match and the amount for reimbursement
- A completed Impact Report Form

The Horticulture Council will issue your reimbursement check. We send them a list of eligible participants with the amount due them four times a year – March 31, 2006; June 30, 2006; September 29, 2006; and January 12, 2007. All completed requests that we receive by these dates will be forwarded to them. Don’t worry if you miss a deadline – you can apply for your reimbursement any time during the year. We will put your request in the next reimbursement request. The final date for us to receive all reimbursement requests is January 12, 2007.

Need Help?

All decisions on applications are made by a committee comprised of staff from the Value-added Plant Production Division of the Kentucky Department of Agriculture. After your application is approved you will be assigned to one of us as your case manager. Call us at (502) 564-4983 and ask for Bill Holleran, Janet Eaton, or Mac Stone. We are happy to answer your questions.